

	Cue	Action
Procession and Introductory Rites		
1	Before Mass: Ensure altar candles are lit. In atrium at Priest's prompting. Note: Bow head when departing from Priest.	Carry procession candle or cross. All stop and bow at front of altar and proceed to place candles/cross in holders. Proceed to missal table. Note: If not carrying an item, follow cross and genuflect.
2	For Fr. Suresh Only: • When Priest reaches his chair. • When Priest picks up folder. • When Priest takes folder after Penitential Act.	<ul style="list-style-type: none"> • Proceed to stand past the Priest's chair facing ambo. • Step in front of Priest to hold the folder for Intro Rites. • Return to table to receive missal from Sr. Server.
3	For All Priests: During the Gloria at the words " <i>...You alone are the Most High....</i> " Note: During Advent/Lent with no Gloria, at the 2 nd "Kyrie Eleison" or "Lord have Mercy."	Proceed to Priest with missal for Collect Prayer.
4	At the " Amen " of the Collect Prayer.	Return missal to table and proceed to missal side chair.
After Homily - Altar Preparation / Gift Reception / Hand Washing		
5	After homily when Priest stands with the folder .	Proceed to Priest to hold folder for the Creed and Petitions.
6	At the conclusion of the petition prayers. Note: Take care not to "disturb" the altar cloth.	Immediately proceed to the missal table to prepare the altar. Deliver/place the missal stand (Fr. Suresh only) on the corner of the altar and then place the missal on the corner of the altar.
7	When Priest moves to the front to receive gifts. Note: If there are 2 Credence Servers, they will receive the gifts and wash hands. Return to chair.	Join Credence Server to receive gifts (1 on Priest's left and right). Present gifts on ambo side of altar in the following order: 1- Ciborium and then (if have it), basket to credence table shelf. 2- Wine with stopper removed (if also have basket, deliver basket to credence table shelf before the wine).
8	After presenting gift at altar. Note: If incense is used, hand washing occurs after the Priest is incensed. Stand behind ambo with water/bowl/towel until Priest is incensed.	1- <u>Server who presented ciborium</u> retrieves water and presents it after the wine. When receives water back, takes 2 steps back away from the altar and receives bowl from other server. 2- <u>Server who presented wine</u> retrieves bowl/towel; hands bowl to other server; opens and holds towel by the corners for Priest.
9	When Priest places chalice on altar and turns to face servers. Note: If incense is used, proceed to Priest when Deacon or Sr. Server finishes incensing Priest.	Step forward to meet Priest and wash his hands. 1- Pour water over Priest's fingers. 2- Present towel and hold hands with palms up to receive it back. 3- Return items to credence table and return to <u>missal side chair</u> .

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	Cue		Action	
Communion / Altar Clearing				
10	After Priest consumes the Precious Blood and Senior Server approaches altar.		Move with Senior Server to stand near the tabernacle to receive communion.	
11	After receiving communion and Priest/ministers depart to distribute communion.		Receive missal/stand from Senior Server and deliver them to the table. Stand near missal table during communion.	
Prayer After Communion / Recessional				
12	When Priest genuflects to Our Lord upon returning large Ciborium to the tabernacle.		Genuflect to Our Lord <u>facing tabernacle</u> .	
13	When Senior Server places missal in arms.		Proceed with missal to stand past the Priest's chair facing ambo.	
14	When Priest says " Let us pray. "		Step in front of Priest with missal for Prayer after Communion.	
15	When Priest taps or closes missal or at conclusion of prayer (" Amen ").		Return missal to missal table and proceed to <u>stand by candles and cross</u> .	
16	After St. Michael Prayer.		Retrieve candles or cross and stand by missal side chairs. If not carrying an item, stand behind cross.	
17	When Priest moves to reverence altar with a kiss.		Proceed to center aisle by 3 rd row and turn to face altar. If not carrying an item stand between cross and altar.	
18	When Priest genuflects.		Bow head (or genuflect if not carrying an item). Turn and proceed in recessional. Stop and pray in atrium with Priest.	
End of Mass: If Solemn Blessing / Prayer over People is Performed (During Christmas, Lent, Easter Seasons and Holy Days)				
1	Following the Prayer After Communion (during Announcements).		Return to missal table for Sr. Server to flip page to Blessing or Prayer over People. Return to stand past the Priest's chair.	
2	Following the Announcements.		Step back in front of Priest with missal for blessing/prayer and then after the blessing/prayer return missal to missal table.	
Beginning of Mass: If Holy Water Blessing and Sprinkling is Performed (Typically Easter Season)				
1	Sprinkling Rite is performed at the beginning of Mass. When the Priest moves to the table holding the holy water.		Note: Proceed to the table holding the holy water for the blessing of water and salt with missal open to Sprinkling Rite.	
2	When Priest finishes blessing the water and salt and takes the holy water and sprinkler.		Return to stand by the missal table keeping missal open.	
3	As Priest is returning to his chair after sprinkling.		Return to Priest with missal open for conclusion of the Sprinkling Rite and then return to missal table during Gloria.	
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